

EDITED KSA LISTING

CLASS: STAFF COUNSEL III (SUPERVISOR)

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

#	Knowledge, Skill, Ability
	Knowledge of:
K1	Broad and extensive knowledge of legal principles and their applications to ensure that their advice and recommendations, presentations, and negotiations are consistent with rules, laws, and regulations and to ensure that the legal risk is properly evaluated.
K2	Broad and extensive knowledge of legal research methods, court procedures, rules of evidence and procedure to ensure accurate advice and recommendations, effective presentations and/or representation of the Department and the reduction of risk.
K3	Basic knowledge of court procedure to ensure that work performed by litigation counsel is timely and appropriate.
K4	Basic knowledge of rules of evidence and procedure to ensure that work performed by litigation counsel is appropriately protective of Departmental interests.
K5	Comprehensive knowledge of administrative law and the conduct of proceedings before administrative bodies within your assigned area to ensure accurate advice and recommendations, effective presentations and/or representation of the Department and the reduction of risk.
K6	Broad and extensive knowledge of legal terms and forms in common use to ensure effective communication with staff and clients and the court.
K7	Basic knowledge of statutory and case law literature and authorities to ensure efficient delivery of legal advice and effective presentation of legal analysis.
K8	Broad and extensive knowledge of provisions of laws and Government Code sections administered or enforced within your assigned area to ensure accurate advice and recommendations, effective presentations and/or representation of the Department and the reduction of risk.

Bold text-indicates not on Classification Spec.

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#	Knowledge, Skill, Ability
K9	Basic knowledge of proper format of legal pleadings, memoranda, briefs, etc. to ensure correct presentation of written materials.
K10	Broad and extensive knowledge of Departmental goals, policies, and procedures and organizational structure to ensure efficient delivery of legal advice and effective presentation of legal analysis.
K11	General knowledge of the Department's Equal Employment Opportunity Program including regulations, processes, and objectives to promote the Department's Equal Employment Opportunity policies and goals in making hiring decisions and to provide an harassment free work environment.
K12	Extensive knowledge of a supervisor's role in the Equal Employment Opportunity (EEO) Program and the processes available to meet the Department's EEO objectives as it relates to the supervision and management of departmental personnel.

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	Skill to:
S1	Analyze complex and difficult legal principles and precedents as found in constitutional provisions, statutes, administrative regulations, and contracts and apply them to difficult and complex legal and administrative problems to ensure accurate advice and recommendations, effective presentations and/or representation of the Department and the reduction of risk.
S2	Perform difficult and complex legal research to ensure accurate advice and recommendations, effective presentations and/or representation of the Department and the reduction of risk.
S3	Prepare and present statements of fact, law, and argument clearly and logically in written and oral form to ensure accurate advice and recommendations, effective presentations and/or representation of the Department and the reduction of risk.
S4	Draft complex and difficult opinions, pleadings, rulings, regulations and legislation to ensure accurate advice and recommendations, effective presentations and/or representation of the Department and the reduction of risk.
S5	Negotiate effectively and conduct crucial litigation to ensure that the Department's interests are protected to the fullest extent possible and that risks are reduced.
S6	Work cooperatively with a variety of individuals and organizations and maintain the confidence and respect of others to effectively represent the Department's position and/or to bring clients to consensus.

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S7	Work effectively under pressure to ensure the timely delivery of accurate advice and recommendations and/or representation services that adequately protect the Department's interests and reduce risk.
S8	Effectively supervise the work of subordinate personnel in performing legal research and analysis; drafting opinions, pleadings, and proposed regulations and legislation; complex negotiations; and, civil and administrative litigation.
S9	Effectively contribute to the department's Equal Employment Opportunity program by ensuring a workplace free from unlawful discrimination and harassment.

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#	Knowledge, Skill, Ability
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	Ability to:
A1	Independently exercise negotiation skills to effectively represent the Department's position and/or to bring clients to consensus.
A2	Independently use tact to effectively represent the Department's position and/or to bring clients to consensus.
A3	Independently use assertiveness to effectively represent the Department's position and/or to bring clients to consensus.